



**OFFICE OF THE
TOWN ADMINISTRATOR**

30 Providence Road
Grafton, MA 01519
(508) 839-5335

Town Administrator: *Timothy P. McInerney*
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JOB POSTING

Conservation Assistant

The Town of Grafton is accepting applications for the part-time position of Conservation Assistant under the supervision of the Conservation Agent. The successful candidate will have excellent oral and written communication skills, a strong ability with computers, exceptional organizational skills, the ability to work independently and the flexibility to perform a wide variety of tasks. Responsibilities include, but are not limited to, serve as primary point of contact for public, attendance and minutes of Conservation Commission meetings, preparation of meeting material, processing of wetland and stormwater permit applications, communications, knowledge of general office procedures, maintaining department financial records, preparation of department accounts payable, and maintaining office databases. Other duties may include research, analysis, development of outreach materials, maintenance of department webpage, assistance with conservation land planning. This position requires strong computer skills and involves considerable interaction with the public and other departments, and provides support to office staff as required. Preferred qualifications for this position include an Associate's Degree and/or a combination of municipal government experience and education.

Please submit resume, cover letter, salary history, and a Town of Grafton employment application (available at Town Hall or online at Grafton-ma.gov) to: Town Administrator's Office, 30 Providence Road, Grafton MA, 01519, or by email to willardsond@graffton-ma.gov. Part-time position of 20 hrs/week, plus Conservation Commission meetings. Salary range of \$18.16-\$19.98 per hour, commensurate with knowledge, skills and experience. Competitive benefits. The Town of Grafton is an equal opportunity employer. DOQ / Opened until filled.

Bulletin Board

April 14, 2015

Grafton News

April 23, 2015